

Welcome to the NWS!

The purpose of this checklist is to provide you with a handy guide to the information that should be communicated to you during your first week as a new employee with the NWS. If you have any questions about the following, please work with your buddy to ensure you have all the information you need to perform your job effectively.

About the National Weather Service

- ☐ The New Employee Orientation Home Page
- ☐ Organizational Chart(s)
- ☐ Map(s) of Regions
- ☐ Routing Codes/Acronyms
- ☐ NOAA and NWS Strategic Plans

About Your Office

- ☐ List of Co-Workers and their Roles
- ☐ Staff Meeting Schedules
- ☐ Working Hours and Policies
- ☐ Other Office Policies
- ☐ Lunch and Break Policies
- ☐ Using Voice Mail
- ☐ Tour of the Work Site
- ☐ Using the Computer and Related Policies
- ☐ Completing a Time and Attendance Form
- ☐ Using E-Mail
- ☐ Completing a Leave Slip
- ☐ Eating Areas/Local Restaurants
- ☐ Security Information
- ☐ Parking

The following information is available on the New Employee Orientation Home Page. The buddy should help the new employee locate and understand them.

Human Resource Materials

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| <input type="checkbox"/> Pay Period Calendar | <input type="checkbox"/> List of Federal Holidays |
| <input type="checkbox"/> 2002 General Schedule and Locality Pay | <input type="checkbox"/> Overview of Leave and Attendance Policies |
| <input type="checkbox"/> NWS Flexible Work Schedules (Guidelines) | <input type="checkbox"/> Copy of Time and Attendance Form |
| <input type="checkbox"/> Copy of Leave Slip | <input type="checkbox"/> Employee Express Information |
| <input type="checkbox"/> Overview of Benefits (TSP, Insurance, Retirement, Training) | <input type="checkbox"/> National Finance Center Information |

NOAA Services

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| <input type="checkbox"/> People Locator | <input type="checkbox"/> Employee Work Life Center |
| <input type="checkbox"/> Transit Benefits | <input type="checkbox"/> Fitness Centers |
| <input type="checkbox"/> NOAA Health Unit | <input type="checkbox"/> Credit Union |
| <input type="checkbox"/> Toastmasters | |